



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

3/07/2014

Diane Davis
322 Friendship St Apt # D
Iowa City IA 52245

Dear Diane,

This letter is in regards to the compliance check of your Level B, Registered Child Development Home completed on February 7, 2014. And follow up on 2/24/14 Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

As a Level B you are limited to 6 full time and 2 part time children under school age and an additional 4 school aged children for less than 2 hours at a time in care at a point in time. You do have to have the allowable space for that number of children which we still have to determine your actual physical space. You had 9 children in your care upon my visit all under school age. You can never have more than 8 children under school aged at any point in time. There is no amount of time (example- a 5 minute or up to 2 hour period) overlap period for multiple shift children as you said you were told.

02/24/14 follow up visit had 8 children – 2 were on part time hours

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Candles burning in bathroom, children opening back door, too many children for one person to handle in emergency

2/24/14 follow up visit had a door knob safety knob, for back door so children could not open it.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

You had medications, poisonous, toxic or otherwise unsafe materials within access of children. These need to be in a location with secured access from children. You stored meds in medicine cabinet, you agreed to move these in an area children would not have access to. Medications should be locked up for best practice. Child Care Resource and Referral did have lock boxes available in the past. You may want to call Tessa to see if they still have dome. Cleaning supplies were under the kitchen since. That needs a child safety latch or needs to be moved to a secure area.

2/24/14 follow up visit had medicines in hall closet with a door knob safety knob, so children could not open it.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Need to do 2014, had 2013 done and documented.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Need one in the following room: back bedroom needs a new battery and the living room needs one put up in upper part of wall or ceiling

2/24/14 follow up visit had a what was needed for smoke detector

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

2/24/14 follow up visit had a smoke detector up in the living room

☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal –

Need to determine when rental property was built, will check with landlord. If before 1960 will do visual assessment .

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b Certificates or training verification documentation for: ☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Scheduled to take 3-1-14.

☐ 110.5(3) Activity Program. **Very limited program. Needs to develop a program I suggest you contact Tessa at CCRR to obtain assistance with this. Her number is 563-324-3239 or 866-324-3236 ext 1428.**

☐ 110.5(3) There is an activity program and it promotes self-esteem and exploration.

☐ 110.5(3)a Includes active play.

☐ 110.5(3)b Includes quiet play.

☐ 110.5(3)c Includes activities for large muscle development, such as running, climbing, riding toys, etc.

☐ 110.5(3)d Includes activities for small muscle development, such as coloring, puzzles, finger plays, play dough, etc.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Children were fighting over toys. Very limited equipment for the amount of children in care.

☐ 110.5(3)e All activities are developmentally appropriate for the ages of the children present.

☐ 110.5(3)e All equipment and materials are adequate for the number of children present

☐ 110.5(8) Children's Files

The children's files must be **updated annually with the emergency medical authorization completed yearly**. If the parent wants to review, edit and resign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, ect. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or resign the emergency medical and intake information.

☐ 110.5(8) An individual file is maintained for each child and **updated annually or when there are changes**. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

☐ 110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time. **Had 9 children all under school age during my visit on 2/7/14 from around 1:15 to 4:00. One parent arrived around 3:15 to take 2 children home after the provider called her numerous times to come and get her children.**

☐ 110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

You need to track the hours when you have more than 6 children under school aged. Anytime there are more than 6 children you need to count and track the hours for the children you designate as part time. You could pick any of the children to count as part time care- even if you technically are providing full time care for them. What you have to track is the hours there are more than 6 children. If you have 6 children from 8:00 – 5:00 and then at 1:00 2 more children show up until 8:00 pm the time you have to track is from 1:00 – 5:00 the time you have 8 children. If one of the 6 children from 8:00 – 5:00 leaves at 4:15 then the hours to track would be for 1 child from 1:00 – 5:00 and one child from 1:00 – 4:15. You can not go over 180 hours a month. . I am sending the sample for to track hours.

☐ 110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present. --- **You can never have more than 8 children who are under school age. This would be only if some of the children are school aged.**

You also requested the child abuse number to report abuse. That number can be obtained by calling any DHS phone number. They list the number on the message for after hours. The actual number is 800-362-2178

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days from date of original letter 2-11-14.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed. I will also do some drop in visit s since you had to many children under school aged in your care upon my visit. These will occur over the next 6 months.

Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 45 days of receipt

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319 892-6826. if you have any questions regarding this letter.

Sincerely,

Lisa Wesbrook
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. They have consultants who can assist you in coming into compliance. You can reach Child Care Resource and Referral at 866-324-3236 or go to the following web site: http://www.iowaccrr.org/who_we_are/region_5 and click on current training calendar which you will find in the body in red text.

The CCR&R website has a host of information including a document called Q/A. That document is the clarification of many questions and corresponding answers staff has had on the day care rules. This is a fluid document and new questions and answers are being added. I would suggest you review it at least every 6 months. You can find it on the CCR&R website. The exact address for the question and answer document is:

http://www.iowaccrr.org/resources/files/Consultant/CDH%20Question_Answer.pdf

HACAP also has a training newsletter. To obtain that newsletter you can email them. Send your name, address, phone number, e-mail address, and that you are a registered child development home to Ashley at ameincke@hacap.org. You may also call them: Child Care Programs at 319-739-1556 if you have any questions.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. In addition to the approved 24 hours you will also need valid certificates in CPR, first aid and Mandatory child abuse training at time of renewal. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry>. This site also has the forms to use to request training approval.

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).

An additional site that you might find helpful is the US Consumer Product Safety Commission recall site. If you go to the site and register your e-mail address the site will automatically send you updates on any products that are on recall. Baby items seem to go on recall often, especially sleeping equipment, pack and plays, car seats and toys. This is a good site to be aware of or to have the automatic updates sent to you. <https://www.cpsc.gov/cpsclist.aspx>

There is a law change I want to make you aware of. There was a rule change effective 6-1-13 You are no longer required to have a land line phone as a registered child development home. If you eliminate your land line phone please e-mail the CCA in Des Moines with a current contact phone number. That e-mail address is: crsacca@dhs.state.ia.us

Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

Date: _____ 2/11/14 _____

Attention Parent and/or Guardian of child attending **Diane Davis**
Child Development Home.

The Iowa Department of Human Services requires all childcare providers to maintain an individual file for each child in their care. This file must include the following items:

- 1) Intake information which includes the following: child's name and DOB, parents name, address and phone numbers at home and work; along with documentation of any special needs of child
- 2) Emergency medical authorization signed by the parent,
- 3) Emergency contact information, which includes parents' names and phone numbers, doctors name, address and phone numbers along with name, phone number and relationship of another adult available in case of an emergency
- 4) List completed and signed by the parent on people who can pick up the child including their phone number and relationship to the child
- 5) Immunization certificate
- 6) Yearly statement of health: for school age children it can be signed by the parent. For infants and preschoolers it must be signed by a physician
- 7) A physical:
 - a) For infant and preschoolers: it must be at their initial start of childcare and then annually (the yearly statement of health form above)
 - b) For school age children: it must be, at the minimum, dated at the time of their elementary school enrollment.

If you do not have the above requirements to the Child Development Home the provider has been directed to no longer care for your child until the necessary paperwork has been obtained as they are out of compliance. The provider has given you 30 days to obtain this information. If it is not in their file by the end of the 30 days which is, **3/30/14** they have been directed they should no longer care for your child until it has been obtained. Please feel free to call me if you have questions on this matter.

Lisa Wesbrook (Linn County: last name A-J & Benton and Iowa County) 892-6826 OR
Dale Garlinghouse (Linn County: last names K-Z & Jones County) 892-6803
Day care registration workers